





# Premium Event Rental Contract

This contract is for the rental of a venue and is made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ by and between **GFWC - NC Statesville Woman's Club**, hereafter referred to as the Owner, and \_\_\_\_\_, hereafter referred to as the Renter(s).

Whereas, the Renter(s) desires to temporarily rent, occupy, and make use of the Owner's venue, located at 515 W. End Avenue, Statesville, NC and known as **The Statesville Woman's Clubhouse**, and Whereas, the Owner agrees to such rental, occupation, and use in consideration of certain payments and covenants herein enumerated; Now, therefore, the parties agree to the following terms and conditions of use:

## GENERAL RENTAL INFORMATION – CLUBHOUSE INDOOR CAPACITY 75 People

- 1. Main Parlor/Reception Furnishings:** 1 Settee and 2 Queen Anne Chairs, 2 Upholstered red Chairs flanking a long mirror, two drop leaf tables and Baby Grand Piano
- 2. Main Event Space Furnishings:** 9 – 6 ft Resin Tables (seating for 6 comfortably), Large Tea Table 10'x4', Small President's Table and 75 chairs. Tea Table can be moved or folded to use against a wall to provide additional space for more tables, balloon arches, play area, props etc. **Please advise your Rental Venue Member contact if you need the table moved or folded against a wall prior to your event.**
- 3. The Flex Room:** Located in the right rear, off the main event space includes 2 – 6 ft Wood Tables. This area is accessible to the kitchen and is ideal for buffet space, bar/beverage service, dressing room, or private meeting space. This space has a rear door with discrete access to side door entry and kitchen service hallway.
- 4. Kitchen:** Sink, Dishwasher, Microwave, large Refrigerator, standard Refrigerator with top freezer, large prep island. Additional sink in service hallway. **Electric Range/oven is for member use only.**
- 5. Front Porch:** Appointed with two wrought iron café tables with 2 chairs each.
- 6. French Doors:** Lead into the Main Event space from a back deck and accessibility ramp.
- 7. Accessibility Ramp:** The rear accessibility ramp includes a moderate sized deck with side stairs leading to the paved parking area. This deck and ramp provide a nice rear entrance for guests of any age.
- 8. Date(s) of Event:** \_\_\_\_\_
- 9. Type of Event:** \_\_\_\_\_
- 10. Access.** The Renter(s) shall have access to and use of the venue from \_\_\_\_\_ o'clock on \_\_\_\_\_, to \_\_\_\_\_ o'clock on \_\_\_\_\_, expressly for the purpose of setting up, hosting and wrapping up the rental event.  
**\*This is your personal access code and is only valid for your event time frame:** \_\_\_\_\_  
**Enter code number, press lock symbol  Deadbolt will unlock. When leaving, pull door knob and press lock symbol  listen for deadbolt to engage, test to make sure the door is locked before leavin**
- 11. Overage Fees.** If additional set-up/wrap-up time is required, Renter shall pay \$125.00 per hour in addition to venue fee below. Rented items shall be removed within the rental time frame. Delayed pick up of rental property after rental event may be subject to storage fee charges and is only allowed with Owners' prior permission and approval.

12. Number of guests expected: \_\_\_\_\_ **Indoor Capacity limited to 75 people**
13. Renter(s) intends to serve beer/wine or champagne? \_\_\_ YES \_\_\_ NO (See item 9 below)
14. **Payment:** Full payment & signed contract are required in advance to reserve the venue date.

**RENTAL RATES, RULES AND FEES:**

**1. Venue Rental Rate.**

**Weekends begin 3pm on Fridays through 10pm on Sundays; Full Day hours are 8 am until 10 pm**

- **Large Group Event Package** for up to 75 guests includes: Dishware, glassware, flatware & serving pieces, Ivory linen tablecloths and napkins **for up to 75 guests.** (Note: Additional 6’ tables may need to be rented depending on layout).
- **Small Group Event Package** for up to 30 guests includes: Dishware, glassware, flatware & serving pieces, Ivory linen tablecloths and napkins **for up to 30 guests.**

**Renter(s) agrees to reserve “The Clubhouse” Venue at the rate of:**

- Weekend Full Day with Large Group Event Package \$575.00**  
Full Day = More than 5 hours of usage (includes set up/wrap up time)
- Weekend Full Day with Small Group Event Package \$500.00**  
Full Day = More than 5 hours of usage (includes set up/wrap up time)
- Weekend Half Day with Large Group Event Package \$375.00.**  
Half Day = 5 hours or less of usage (includes set up/wrap up time)
- Weekend Half Day with Small Group Event Package \$300.**  
Half Day = 5 hours or less of usage (includes set up/wrap up time)
- Week Day - \$50.00 per hour, 3 hours minimum. Full Day \$325.00; Add \$100.00 for Small Group Event Package- for up to 30 guests or Add \$175.00 Large Group Event Package for up to 75 guests \$175.00.**
- 25% discount available for repeat users.** Booking 3 events at one time will qualify for a discount.

- |    |                         |                 |
|----|-------------------------|-----------------|
| a. | Total Rental Rate Due   | \$ _____        |
| b. | Cleaning Fee for event  | \$ <u>50.00</u> |
| c. | <b>Total Amount Due</b> | \$ _____        |

2. **Cleaning & Repair Fees.** A third party cleaning fee of \$50.00 will be charged for each rental. Additional charges may be incurred for actual repair or cleaning costs to restore the venue, grounds or other property to the same condition prior to Renter(s) use of the venue.
4. **Cancellations.** 50% of rental rate will be retained in the event of a cancellation within 30 days or less of the event. Cleaning fee will be refunded. Cancellation must be in writing to: GFWC of NC at 515 West End Avenue, Statesville NC 28677 or via email at: [statesvillewomansclub@gmail.com](mailto:statesvillewomansclub@gmail.com). Renter(s) recognize that the cancellation policy is not intended to be punitive, but to protect GFWC of NC SWC from loss of actual or potential diminished ability to rent the venue. Cancellation given 30 or more days in advance of event will be given full refund.

5. **Circumstances Beyond Our Control:** If anything, outside of our control, prevents “The Clubhouse” from being available at the date and time scheduled for your event, SWC’s obligation to make the venue available will be relieved. This includes such occurrences as natural disaster, fire, destruction, war, governmental order, power outages, water pipe break, vandalism, or other forces or events outside of SWC’s control. SWC will have no other liability including outside vendor costs, due to the unavailability of “The Clubhouse”. For large events, we suggest Event Cancellation Insurance to help defray other monetary losses. SWC will do our best to assist in finding another event venue in the event of such occurrence.
6. **Payments.** All payments due shall be made using cash, cashier’s check. Checks should be made to GFWC of NC Statesville Woman’s Club or delivered to 515 West End Avenue, Statesville NC 28677 (or put in the mail slot at front door.)
7. **Disputes.** Any disputes arising under this contract shall be adjudicated in Iredell County, NC. In witness of their understanding and agreement to the terms and conditions herein contained, the parties affix their signatures below.
8. **Event Waiver Hold Harmless and Liability Release Form.** Rental of the SWC Clubhouse is conditional on Renter(s) review and signature of the Event Waiver Hold Harmless and Liability Release form.
9. **Event Liability Certificate/Insurance Declaration Page.** Some rental events may require the renter(s) to provide proof of liability coverage. Events serving beer, wine or champagne will be required to provide proof of 1 million dollars in liability coverage. Proof of liability coverage can be satisfied by presenting a Declaration page from your homeowner’s or renter’s policy (most policies have liability coverage included) - **see attached sample**. If this is not available a special event policy may be purchased from a third party agency and submitted. Business renter(s) shall provide a copy of their General Certificate of Insurance.  
**LIABILITY PROOF REQUIRED: \_\_\_ Yes \_\_\_ No**
10. **Parking:** Parking is available in the rear of the clubhouse as well as parking perpendicular to the clubhouse in the grass area. If additional parking is required, please speak to your Rental Venue Team Member. For best experiences, guests should enter and exit via the front door or accessibility ramp/deck stairs through rear French doors. (Side service door is suited for renters to unload, set up and tear down.)
11. Renter certifies they are 25 years of age (minimum age to rent) or older.
12. **The GFWC of NC SWC does not discriminate** based on race, color, gender, religion, national origin, disability or familial status. Please note our building is not fully wheelchair accessible.
13. **Rental of the Statesville Woman’s Clubhouse is part of our mission to support those celebrating pivotal events. Reasonable pricing positions the community to use our elegant clubhouse venue within reach of their budgets. Money earned aids in the upkeep of our historic clubhouse thereby providing a unique downtown venue for varied community usage.**

**Consider becoming a member of the Statesville Woman’s Club. Plan to attend a meeting or join us at a community service event.**



**RENTAL VENUE CONTACT:** Phone 704-761-8208 E: [statesvillewomensclub@gmail.com](mailto:statesvillewomensclub@gmail.com)  
**EMERGENCY CONTACT** (During events): 704-657-6870 Jennifer Griffith

**Opportunity to Review.** By executing this contract, the undersigned parties warrant and represent they have had the opportunity to review all pages of the rental agreement, including attached Clubhouse Rental Information – Addendum “A” and Event Waiver Hold Harmless and Liability Release which are made a part of this contract by this reference. Renters acknowledge they have read and fully understand and agree to the terms and conditions pertaining to this rental contract.

\_\_\_\_\_  
Renter(s) Signature                      Date:                      SWC Representative Signature                      Date:

\_\_\_\_\_  
Printed Name                      Cell Phone:                      Printed Name                      Cell Phone:

\_\_\_\_\_  
Address                      515 WEST END AVENUE

\_\_\_\_\_  
City, State, Zip Code                      STATESVILLE, NC 28677

\_\_\_\_\_  
Email:

Receipt for payment:    \_\_\_ Cash    \_\_\_ Check

\$ \_\_\_\_\_ Date: \_\_\_\_\_

# CLUBHOUSE RENTAL INFORMATION – ADDENDUM A

- Event rental period is for set-up, event hosting, wrap-up and preparation to leave the space.
- Venue space is 1970 Sq ft excluding bathroom area.
- Event Space indoor maximum capacity is 75 people. One unisex bathroom with small dressing area.
- All furnishings must be re-positioned as found. If tables and chairs are set up meeting style when entering, they should be put back in the same position upon leaving.
- Kitchen: One large refrigerator, one standard top freezer and bottom refrigerator, Microwave, Dishwasher and two sinks (one in kitchen and one in service hallway) Prep Island and lots of counter space.
- **Electric Range is for member use only.**
- **All soiled dishware, glassware, flatware & serving pieces should be washed in dishwasher prior to leaving.**
- All linens and napkins to be placed in dry cleaning bags located in right hand closet in Parlor/Reception.
- Rented items to be removed within the rental time frame. Delayed pick up of rental property after event may be subject to storage fee charges and is only allowed with Owners' prior permission and approval.
- **NO HARD LIQUOR SHALL BE SERVED OR CONSUMED ON THE PREMISES. Beer/Wine or Champagne only.**
- Absolutely no drug use or smoking of any kind will be tolerated on the premises or property.
- No loud music or noise is permitted in the Clubhouse or on the grounds (Tenants reside upstairs). Renters and guests shall use the premises in a considerate manner at all times.
- No Clubhouse furniture may be taken outside the building without permission.
- Piano should not be moved. If your event will require use of the piano, please advise in advance.
- **Decorations may be attached to the walls or floors with removable COMMAND strips only. No glitter or foil confetti. NO MATCH LIT CANDLES – PLEASE USE BATTERY POWERED**
- During underage events, such as graduation or birthday parties; direct supervision shall be maintained at all times by renter(s).
- Rear French doors may be used for access to parking area and must be kept closed during any event in summer months to reduce strain on cooling system.

## BEFORE LEAVING THE BUILDING:

- ✓ Remove all decorations
- ✓ Place resin tables and chairs back in original positions – Leave large table in its original place
- ✓ Place used linens in dry cleaning bags and leave in kitchen.
- ✓ Turn off all lights.
- ✓ Remove all leftover foods from refrigerators, freezer and microwave.
- ✓ Make sure refrigerator doors are closed.
- ✓ Thermostat for the furnace has been set back to 60 and A/C has been turned off.
- ✓ Lock side, front and back doors, including inside front doors at reception area.
- ✓ Remove all trash and recycling items from cans and deposit in cans for “515” outside and replace with fresh liners.

\_\_\_\_\_ Renter Initial/Date

\_\_\_\_\_ SWC Initial/Dat

## Event Waiver, Release of Liability and Hold Harmless Agreement

### GFWC OF NC STATESVILLE WOMAN'S CLUB

515 West End Ave.  
Statesville NC 28677

Email: statesvillewomansclub@gmail.com  
Phone: 704-761-8208

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This agreement is made effective on \_\_\_\_\_, 20\_\_ by and between GFWC of NC Statesville Woman's Club of 515 West End Avenue, Statesville NC and \_\_\_\_\_,

known as Renter(s). WHEREAS, Renter(s) desires to hold their event at the property known as "The SWC Clubhouse" located at 515 West End Avenue, Statesville NC.

Renter(s) named above shall fully defend, indemnify, and hold harmless GFWC of NC Statesville Woman's Club their officers, members, volunteers or agents from any and all claims, lawsuits, demands, causes of action, liability, loss, damage and/or injury, of any kind whatsoever ( including without limitation all claims for monetary loss, property damage, equitable relief, personal injury and/or wrongful death), whether brought by an individual or other entity, or imposed by a court of law or by administrative action of any federal, state, or local governmental body or agency, arising out of, in any way whatsoever, any acts, omissions, negligence, or willful misconduct directly or indirectly arising out of or in conjunction with the event held on the premises on the part of the Renter(s), attending guests, individuals or contractors.

As Renter(s) I/We further agree to indemnify and reimburse the GFWC of NC Statesville Woman's Club for any sums, costs, or expenses incurred by any accident loss, damage, injury to person or property in connection with our attendance at or participation in this rental venue event. This means that I/We will reimburse the GFWC of NC Statesville Woman's Club if anyone makes a claim against them based on damages or injuries to person or property as Renter(s) may suffer or cause. This indemnification applies to and includes, without limitation, the payment of all penalties, fines, judgments, awards, decrees, attorneys' fees, and related costs or expenses, and any reimbursements to GFWC of NC Statesville Woman's Club by Renter(s), for all legal fees, expenses, and costs incurred by it.

I/We have read and agreed to The GFWC of NC Statesville Woman's "The Clubhouse" venue Rental Agreement including their terms and policies; and agree to abide by that Rental Agreement and local, State and federal laws for the duration of the rental activity.

If any provision of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this Agreement is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited. The intent of the Parties is to provide as broad an indemnification as possible under the State of North Carolina law. In the event that any aspect of this Agreement is deemed unenforceable, the court is empowered to modify this Agreement to give the broadest possible interpretation permitted under the State of North Carolina law.

By: \_\_\_\_\_  
Renter(s)

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Renter(s)

Date: \_\_\_\_\_

By: \_\_\_\_\_  
GFWC of NC Statesville Woman's Club Representative

Date: \_\_\_\_\_

# SAMPLE OF DECLARATION PAGE HOMEOWNERS POLICY



**ERIE INSURANCE COMPANY**  
**HOMEOWNERS POLICY**  
**EXTENDED FORM(HE7)**

**DECLARATIONS**

**CONTINUATION NOTICE**

AGENT	ITEM 2. POLICY PERIOD	POLICY NUMBER
332008 WALKER ROBINSON CLARK	06/07/23 TO 06/07/24	Q54 5706552 CH
ITEM 1. NAMED INSURED AND ADDRESS		ITEM 3. OTHER INTEREST
<del>XXXXXXXXXX</del> <del>XXXXXXXXXX</del> <del>XXXXXXXXXX</del> <del>XXXXXXXXXX</del> - 8008		AS LISTED BELOW OR ON REVERSE SIDE
AGENT - WALKER ROBINSON CLARK	134 E SHARPE ST	
*****		
AGENT PHONE - (704) 871-1311	STATESVILLE NC 28677 5837	

COVERAGE BEGINS AND ENDS AT- 12.01 AM STANDARD TIME AT THE LOCATION OF THE INSURED PROPERTY. UNTIL TERMINATED, THIS POLICY WILL CONTINUE IN FORCE.

LOCATION OF RESIDENCE PREMISES. ZIP CODE - 28677 8008  
~~XXXXXXXXXX~~ STATESVILLE NC.

PROPERTY INFORMATION - PRIMARY RESIDENCE, YEAR OF CONSTRUCTION 2018, FRAME, PROTECTION CLASS 6.

AUTOMATIC ADJUSTMENT OF COVERAGE WAS APPLIED TO DWLG.

\* THE AMOUNT OF INSURANCE APPLYING TO THE DWELLING IS THE REPLACEMENT COST AT THE TIME OF THE LOSS, SUBJECT TO POLICY CONDITIONS AND REQUIREMENTS. THE ESTIMATED REPLACEMENT COST OF THE DWELLING IS \$ ~~XXXXXXXXXX~~

SECTION I - PROPERTY PROTECTION	AMOUNT OF INSURANCE	PREMIUMS
DWELLING (COV A)	*GUARANTEED REPLACEMENT COST	\$ <del>XXXXXXXXXX</del>
OTHER STRUCTURES (COV B)	\$ <del>90,000</del>	
PERSONAL PROPERTY (COV C)	\$ <del>5,000</del>	
LOSS OF USE (COV D)	\$ <del>4,000</del>	
<b>SECTION II - LIABILITY COVERAGES</b>		
<del>PERSONAL LIABILITY (COV E) - EACH OCCURRENCE</del>	<del>\$1,000,000</del>	
RED PAY TO OTHERS (COV F) - EACH PERSON	\$ 5,000	
FULL TERM PREMIUM FOR THIS RESIDENCE	- - - - -	\$ <del>XXXXXXXXXX</del>
FULL TERM ADDITIONAL COVERAGE PREMIUM	- - - - -	\$ <del>XXXXXX</del>
TOTAL PREMIUM FOR THIS POLICY	- - - - -	\$ <del>XXXXXXXXXX</del>

SECTION I DEDUCTIBLE ~~XXXXXXXXXX~~

APPLICABLE FORMS - HE0007 06/21, HE3221 07/13, H03221 01/19, UF2753 01/09\*, H02471 10/00, H03246 05/03, H02475 10/00, UF8570 12/20, UF2667 05/09\*, UFD602 05/23\*, H00416 10/00, HPIH 02/22, NCH01D 02/21, NCIRPA 05/21, UF4839 06/21, UFC797 08/18\*, NCIM100 07/15, GU40 10/94, NCH0GC 06/20.



PLEASE NOTE IF YOUR CURRENT POLICY DOES NOT INSURE YOU FOR \$1,000,000.00 CONTACT YOUR AGENT. IT IS POSSIBLE THAT IT CAN BE EASILY INCREASED FOR JUST A FEW MORE DOLLARS. THIS MAY BE A MORE BUDGET FRIENDLY OPTION THAN PURCHASING EVENT INSURANCE.